

Montana Snowmobile Program



FY 2012 GRANT APPLICATION

Montana Fish, Wildlife & Parks
Snowmobile Program
Parks Division
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Name of Snowmobile Club

Name of Grant Project

Application Format

NOTE: The application process for any grant program changes from year to year. Please read this application form and all accompanying instructions very carefully. Do not begin any part of the application process until you fully understand what needs to be done. Understanding all requirements beforehand may save you considerable time and money.

Call the FWP Trails Office with questions (406)-444-7317. Thanks and good luck!

Binder: Follow this FWP application format and place the application in a three-ring binder. Place the name of your organization and the name of your project on the outside cover and spine of the binder.

Index: The application should be divided with index tabs as follows:

1. Project Application Summary Sheet
2. Checklist
3. Part A: General Information
4. Part B: Project Description
5. Part C: Project Map
6. Part D: Project Cost Information
7. Part E: Equipment information
8. Part F: Administration
9. Part G: Landowner Permission
10. Part H: Assurances
11. Part I: Environmental Analysis
12. Part J: Noxious Weed Report
13. Part K: Wildlife and Fisheries Review
14. Part L: Public Comment

Paper Size: Use only 8 ½" X 11" paper stock.

One Sided: Paper should have print on only one side. Do not include two-sided copies.

No Staples: There should be no staples in your application.

Number of Copies: Two (2) copies of completed applications must be submitted to the following address by June 1, 2011. However, clubs may submit applications prior to the June 1st deadline.

Montana Fish, Wildlife & Parks
Snowmobile Program
1420 East 6th Avenue
P.O. Box 200701
Helena, MT 59620

Key Dates: The following are important application dates.

June 1, 2011

Two (2) completed applications with an Environmental Package (Environmental Analysis, Fisheries and Wildlife Review Forms, and Noxious Weed Report) must be mailed to the FWP Headquarters Office (address on previous page). Postmarks after the June 1 deadline will not be accepted.

Technical assistance: Clubs needing assistance with any aspect of a grant application should not hesitate to call for help. We are here to answer your questions and to give you advice on how to make your grant application more competitive.

FWP Regional Offices: The following is a list of pertinent FWP contacts and regional administrative offices. If you have questions about the application process, please contact the nearest FWP office.

Helena Headquarters

Jason White
1420 East Sixth Avenue
Helena, MT 59620
444-7317

Region 3

Ray Heagney
1400 South 19th
Bozeman, MT 59718
994-6934

Region 1

Dave Bennetts
490 North Meridian Avenue
Kalispell, MT 59901
751-4590

Region 4

Colin Maas
4600 Giant Springs Road
Great Falls, MT 59405
454-5857

Region 2

Mike Hathaway
3201 Spurgin Road
Missoula, MT 59804
542-5531

Chris Lorentz
P.O. Box 61
Seeley Lake, MT 59868
677-6804

FY 2012 Snowmobile Program

Project Application Summary Sheet

Fill in this summary page completely. Your answers and explanations should be brief.

1. Project Sponsor _____
Name of Agency, Organization, Club

2. Project Name _____
Trail Name and/or Number or Project Title

3. Land Ownership _____

(Private, Municipal, County, State, Forest Service, BLM, etc.)

4. Concise Project Description _____
(Examples: Groom the Rumsfield Snowmobile Trail System)

5. Grant Amount Requested \$ _____

6. Sponsor Contribution \$ _____
(Include funds, value of donated materials, volunteer labor, etc.)

7. Total Project Cost \$ _____

Application Checklist

This checklist is to aid you in completing your snowmobile grant application. FWP will compare this checklist to your application to be sure you have included all of the necessary documentation. Please check the appropriate items below as you complete preparation of your application and include this checklist with your application.

- _____ Completed Project Application Summary Sheet
- _____ Application Checklist
- _____ Completed Part A: General Information
- _____ Completed Part B: Project Description
- _____ Completed Part C: Project Map
- _____ Completed Part D: Project Cost Information
- _____ Completed Part E: Equipment Information
- _____ Completed Part F: Administration
- _____ Completed Part G: Landowner Permission (Letters, 25-year Leases, Challenge Cost Share Agreements and Operating Plans)
- _____ Completed Part H: Assurances
- _____ Completed Part I: Environmental Analysis
- _____ Completed Part J: Noxious Weed Report
- _____ Completed Part K: Wildlife and Fisheries Review
- _____ Completed Part L: Public Comment
- _____ Name of organization and project appears on outside cover and spine of binder
- _____ Provide two (2) completed copies of application

Part A: General Information

1. _____
Name of Club

2. _____
Address or P.O. Box

3. _____
Club Contact Person

Home Telephone Work Telephone FAX E-mail

4. Classification of Land (Check one)

_____ Public Land _____ Private Land _____ Combination Public & Private

5. Project Location

County Township, Range, Section, ¼ Section

City, Town National Forest BLM Unit

6. Number of members in club

7. Does the club have a website? If so, what is the web address?

Part B: Project Description

1. If this project is new, or includes grooming a new section of trail, please identify those new sections on an accompanying map. Include a completed Environmental Package (Environmental Analysis, Fisheries and Wildlife review Forms, and Noxious Weed Report) for the new project or section of trail.

Is this a new project?

YES

NO

Is any part of this trail system new since last year?

YES

NO

2. Total number of miles of trail in your groomed system: _____

Miles of Primary Trail (groomed regularly): _____

Miles of Secondary Trail (groomed occasionally or only for special events.): _____

3. Anticipated total number of miles of trail to be groomed during season. Only include actual trail miles groomed – do not include distance groomer is run, but not grooming, in getting from one trailhead to another.

4. Miles of groomed snowmobile trail by ownership (this should add up to the total number of miles reported in 2).

U.S. Forest Service	_____
U.S. Bureau of Land Management	_____
Department of State Lands	_____
County	_____
City	_____
Private	_____
Total	_____

5. If applicable, is this proposal consistent with approved Forest Service travel plans or BLM unit plans? Check the appropriate space.

_____ Not applicable--all trails are on private land.

_____ Yes. See written approval or *Challenge Cost Share Agreement* in Part G: Landowner Permission

_____ No. Approval pending. Explanation on separate page.

6. Number of trail users last season. Please fill out Table 1 completely. List numbers by trail. Describe the method used in obtaining your numbers. Use a separate sheet if necessary.

Table 1. Number of trail users last season.		
Trail name	Number	Method used to obtain data
Total		

7. Please describe your safety education program. Include a list of certified snowmobile safety instructors and how often the club conducts snowmobile safety trainings.

8. Please fill out Table 2 completely to prioritize your signing needs for the upcoming season.

[illegible]

Part C: Project Map

Include maps of the area and project specific maps, with a USGS 1:24,000 quad map at a minimum (or more, if necessary to show entire project area). Identify on project specific map locations of project area, structures, access points, trailheads and trailside facilities. If submitting a map in a larger format, provide **eight (8)** copies of each map with your application so they can be distributed to the FWP Regional Offices and Snowmobile Advisory Committee Members.

Part D: Project Cost Information

1. Estimated Total Project Cost: Please fill out Table 3 completely. The total project cost is the sum of the dollar value of sponsor contributions, such as the value of volunteer time, sponsor funds, donated materials, etc., and those funds requested from the snowmobile grant.

Table 3. Details of total project costs including sponsor's matching funds.			
Category	Sponsor Contribution	Grant Request	Total Costs
Grooming			
Repair			
Development*			
Administration			
Equipment			
Totals			

*For developments, please provide written details on a separate sheet of paper. Description should include work to be accomplished and an estimated cost. Provide an accurate drawing, or photograph, of the structures to be developed. Also show site location on an accompanying trail map. The landowner or the land-managing agency must approve any development. Proof of that approval must be provided to Montana Fish, Wildlife & Parks before state funds will be provided.

2. Additional Project Cost Information (optional). Please discuss in narrative form any additional financial information that will be helpful in clarifying costs for this project.

Part E: Equipment Information

1. This information is critical to the management of the snowmobile grooming program.
Please fill out table below completely.

Groomer Hourmeter Reading:			
State-Owned Groomer Information			
Type	Size	Serial Number	FWP Property #
State-Owned Implement Information			
Type	Size	Serial Number	FWP Property #
State-Owned Trailer Information			
Type	Size	Serial Number	FWP Property #
Sponsor's (club) equipment Information			
Type	Size	Serial Number	Comments
Independent contractor Information*			
Contractor	Equipment	Type	Size
*If you use an independent contractor, please attach a copy of proof of liability insurance, worker's compensation certification, and club-contractor agreement.			

2. Indicate any additional or future equipment needs and anticipated major maintenance needs.

Part F: Administration

1. Future Plans. Describe any future plans for improvement of your snowmobile trail program. This might include, among others, interlinking your system with an adjoining club's trail system, interpretive signing, improved general trail signing, trail-head facilities, safety and ethics training and trail safety improvements or changes.

2. Club Officers. Please fill out Table 5 completely.

Table 5. Club Officers.			
President		Grooming Chair	
Name		Name	
Address		Address	
Phone (w)		Phone (w)	
Phone (h)		Phone (h)	
E-mail		E-mail	
Safety Officer		Secretary/Treasurer	
Name		Name	
Address		Address	
Phone (w)		Phone (w)	
Phone (h)		Phone (h)	
E-mail		E-mail	

3. Does your club wish to receive a pre-season check in the amount of 100% of the total grant approved (this will be contingent on the reception of all necessary approvals, agreements and application materials)?

Yes _____ No _____

4. Does your club wish to be included under the liability insurance policy for the snowmobile grooming program negotiated by the Montana Snowmobile Association (MSA)?

Yes _____ No _____

Part G: Landowner Permission
(Letters, 25-year Leases, Challenge Cost Share
Agreements, and Operating Plans, etc)

1. If any part of the trail system crosses private property, please provide current agreements between the landowner and the club.
2. If any part of the trail system crosses public property, please provide current cost share agreements, annual operating plan, or letter of approval between the land managing agency and the club.

Part H: Assurances

By affixing an original signature below, the snowmobile club hereby submits this grant application and affirms that it will adhere to the following program stipulations.

- A. Our snowmobile club shall remove, lessen, or sign known and potential hazards in cooperation with Montana Fish, Wildlife & Parks and affected landowners. We will have a safety plan detailing education efforts, search and rescue, accident reporting and follow-up procedures developed prior to any trail grooming.
- B. Before any trail grooming or trail route changes, our snowmobile club will:
 - a. Obtain, in writing, permission from any private landowner or land management agency affected and provide to Montana Fish, Wildlife & Parks.
 - b. Complete an Environmental Package, including Environmental Analysis, signed Wildlife and Fisheries Review forms and Noxious Weed Report, and submit to Montana Fish, Wildlife & Parks.
- C. For any organized special event such as a snowmobile competition, fun run, etc. the snowmobile club shall:
 - a. Contact the appropriate land-managing agencies for necessary permits.
 - b. Develop an event-specific safety plan. When applicable, all operations shall follow the *Challenge Cost Share Agreement* between the U.S. Forest Service, Montana Fish, Wildlife & Parks, the U.S. Bureau of Land Management (when appropriate) and the snowmobile club.
 - c. Secure liability insurance for all events that list the land managing agency and Montana Fish, Wildlife & Parks as additional insured's.

Typed Name and Title Applicant

Signature of Applicant

Date

Part I: Environmental Analysis

The Montana Environmental Policy Act (MEPA) and National Environmental Policy Act (NEPA) must be satisfied by the sponsor and land management agency involved in the project whether that project is on federal, state, county, city or private land.

In order to be considered for a grant under the Snowmobile Program, an applicant must submit a completed and signed environmental package. This includes the Environmental Analysis, Wildlife Review Form, Fisheries Review Form, and Noxious Weed Report. Except for the Noxious Weed Report, this information must be submitted on the correct FWP forms, all of which can be found on the official FWP grants webpage.

Note: A completed and signed environmental package is good for three years. If the proposed project is exactly the same as last year's (no variations whatsoever), the same documents from last year or 2 years ago may be used with this application.

Part J: Noxious Weed Report

The following two key points are recommended for the Noxious Weed Report section of the Grant Application.

1. Please discuss your Club's involvement regarding weed control and weed awareness on your trail system. This may include providing funding for the land owner or land managing agency to conduct weed control in the form of spraying, biological control methods, organizing weed pulls around trailheads, or other efforts to raise public awareness.
2. Please discuss what your Club has done in the past year to contribute to the control of noxious weeds in your riding area. How would you judge its effectiveness; how might the program be improved?

Part K: Wildlife and Fisheries Review

Provide a copy of the Wildlife and Fisheries Review Form signed by federal or state wildlife and fisheries biologists or professional consulting biologists. Have your project description, maps, and other information with you at your meeting with the biologists. We advise that you have materials to biologists by March 1, 2011.

Note: A completed and signed environmental package is good for three years. If the proposed project is exactly the same as last year's (no variations whatsoever), the same documents from last year or 2 years ago may be used with this application.

Part L: Public Comment

Sponsors should pay special attention to the public comment requirements since they have changed for the FY 2012 grant cycle. Please note that grant applicants are no longer required to post a 30-day public comment period to apply for a snowmobile grant. Public involvement required by the Montana Environmental Policy Act will be satisfied by Montana Fish, Wildlife & Parks. FWP will initiate a programmatic public involvement process after all grant applications are reviewed and tentatively approved.

Solicitation of public input regarding the proposed project area should still be submitted in your application materials. Describe the total public involvement for this project; projects should not be planned in isolation. The general public, adjacent landowners, and other interested parties should be involved from the onset. Promotion of public participation may be through newspaper articles and any other means available, such as public meetings, federal quarterly newsletters, TV programs, radio announcements, etc.